

INSTRUCTIONS

COMPLETING THE VDSS INVOICE MASTER EXCEL SPREADSHEETS

Due to Sole Source Contractor by the 18th of the month following expenditures
Due to VDSS on the 20th of the month following expenditures

Background on the two VDSS Master Invoices

This document was created in Excel 2003 for use by the contractor and subcontractors of the Virginia Department of Social Services' Statewide Information and Referral System (I&R). On the invoice spreadsheets. The **Year to Date Expenditures** and **Balance** columns at the far right of the spreadsheet accumulate data automatically and columns add automatically. Each month's data appears in two side-by-side columns. The header, footer, and hidden columns must be reset each month.

Customize the Masters for your Contract

- Open the **I&R Invoice Master for Sole Source** spreadsheet in Excel.
- Under **View**, click **Header and Footer** and select **Custom Header**, enter your **Contractor Name and Contract Number** in the left section, place your cursor after the colon to begin. Enter the current calendar month and year and contact person in the right section. **Save**.
- In the body of the spreadsheet, enter your **Federal Identification Number (FIN)** in cell B1.
- Enter your contact telephone number in cell AG1 at the far right of the spreadsheet, placing your cursor at the end of the text in the cell.
- In cell B32, enter the name of your signatory starting after the colon. Enter the title of your signatory in cell AE31. In cell AE32, enter the date the invoice was submitted.
- **Save** the document as **SE Invoice Master for Sole Source**, substituting a short acronym for your center's name in place of **SE**. Save a backup copy in a separate file. These files will be your blank copies for future contract periods.
- Open your **SE Invoice Master for Sole Source** file and save as **SE Invoice for Sole Source**. This will be your invoice for the current contract period.
- In columns B and C, enter the total budgeted amount for each line item named in column A. This is to include items under the "Other" category. For example, the amount listed for **Salaries** should equal the total of the amount that was budgeted for salaries under the original sole source contract. These columns are set to add automatically. When finished, the budget **TOTAL** listed at the bottom of column B should equal the exact budgeted amount identified from the **Council of Community Services/I&R**.
- The **Balance** figures in columns AD and AE at the far right of the spreadsheet should equal your current budget minus year-to-date expenditures. **Save**.

Using the Invoice for your Contract

- Select all columns between the two columns for the current month and the **Year to Date Expenditure**. Under **Format**, click **Columns** and select **Hide** to remove the empty columns from view.
- Enter the expenditures for the current month in the appropriate columns. The columns and rows add automatically. **Save. Print.**

After completing the invoice, make a hard copy and include the appropriate signature. Subcontractors are to submit the invoice by the 10th working day to:

Council of Community Services
502 Campbell Avenue (24016)
P.O. Box 598
Roanoke, Virginia 24004

Sole Source Contractor is to mail the invoice overnight by the 20th working day to:

I&R Program Manager
Virginia Department of Social Services
Division of Public Affairs
7 N. Eighth Street, 6th Floor
Richmond, Virginia 23219